

Sample First Meeting Invitation Letter

As you begin the process of starting a neighborhood association, you will want to set up an organizational meeting of neighbors to go over the group's goals and expectations. The City's Community Outreach Coordinator is available to attend this meeting if you so desire, to explain the benefits of becoming a registered neighborhood association, as well as answer any questions your neighbors may have about the neighborhood association program or City services in general. Following is a sample letter you might use to invite neighbors to this meeting:

[date]

Dear Sunnyvale Neighbor:

The purpose of this letter is to invite you to attend a neighborhood association informational meeting on [date of meeting] at [location of meeting – a neighbors home? a banquet room in a nearby restaurant?], from [time of meeting].

The purpose of this meeting is to hear about the City of Sunnyvale's Neighborhood and Community Resources Program, and to see if we would like to form our own neighborhood association. This would be a voluntary group of neighbors who seek to preserve the strengths of our neighborhood, build a sense of community, and address any problems or issues that may arise. Everyone is welcome and encouraged to participate. The organization would be representative of the [__?__] number of households in the area between [streets which make up the boundary of the association].

Please join us on [date of the meeting] to meet your neighbors, hear about the Neighborhood and Community Resources Program, and determine where we would like to go from here.

If you have any questions about this informational meeting, please contact [neighborhood contact for the meeting.] If you have any questions about the City of Sunnyvale's Neighborhood and Community Resources Program, please call Michelle Bromstead, Community Outreach Coordinator at (408) 730-7472 or mbromstead@ci.sunnyvale.ca.us.

I hope to see you on [date of the meeting].

Sincerely,

[Name of neighborhood contact]